

Ex. 2

CITY OF CARLSBAD

COUNCIL POLICY STATEMENT

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Policy No.	51
Date of Issue:	May 10, 2011
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General Subject: Community Activity Funding

Subject: Process for Funding Community Activities

Copies to: City Council, City Manager, City Attorney, Department Heads and Division Heads,
Employee Bulletin Boards, Press, File

BACKGROUND: The City Council has, in the past, chosen to fund community activities with General Fund monies. This has included the allocation of funds to agencies that provide various programs that enrich Carlsbad residents and visitors, and/or assist in enhancing their quality of life. On January 18, 2011, the City Council reviewed its policy and approved some recommended revisions for its consideration at a regular Council meeting.

PURPOSE: To establish the process for distributing funds for community activities, including special events and support for winning teams.

POLICY:

1. It is the policy of the City of Carlsbad to allocate funds for "start-up costs" to initiate new programs/ ideas/organizations that provide for community activities or enhancements within Carlsbad. The program is not intended to fund ongoing services/programs. There are three (3) funding programs available under this Council policy: Community Activity Grants, Special Event Grants, and Winning Team Grants. A description of each program and its related eligibility criteria is provided below.
2. The Grant Funding shall have the following term limits per organization:
 - a. Community Activity Grants: Organizations funded by the Community Activity Grant may receive annual grants for up to a maximum of three (3) years and then will be ineligible for grant funding for a minimum of two (2) years. After at least two (2) years, organizations can again apply for Community Activity Grant funding and receive a maximum of two (2) additional years of grant funding. An organization may not receive more than five (5) years of funding through this grant program, and no other city funding may be provided during the two (2) year hiatus.
 - b. Special Event Grants: An organization may receive no more than one (1) special event grant per year, and may receive no more than three (3) years of grants which provide cash assistance. An organization may receive up to five (5) years of in-kind city assistance to pay for city services/facilities for special events.
 - c. Winning Teams Grants: A team may receive up to three (3) years of grants to participate in a national championship competition as defined below.

3. The organization cannot receive money, or donated city services from other city sources (including CDBG) for the current fiscal year.

4. Community Activity Grants - Criteria and Process

- a. Such grants provide funding for enrichment programs for the community and/or for physical or other neighborhood enhancements within Carlsbad, with the exception that the following will not be eligible: 1) social service programs; 2) programs sponsored by educational institutions; and 3) a program that conflicts or is in competition with a city program.
- b. The City Council will annually determine the amount of funds to be budgeted for Community Activity Grants. This amount shall include the interest earned on the initial \$1 million set-aside for said fund, but may also include additional general funds at the discretion of the Council.
- c. Once the budget is adopted by the Council interested groups will be notified of the application process to request said grants
- d. The application process will consist of the following:
 - i. Completion of city application for funds.
 - ii. Review by city staff and a Citizens' Advisory Committee. .
 - iii. Recommendations submitted by Advisory Committee to City Council.
 - iv. Action by City Council to approve, modify, or disapprove the request.
- e. The City Council will establish a review panel comprised of citizens and city staff to evaluate the applications, and make recommendations to the City Council. The review panel will be comprised of the following: one representative from each quadrant of the City, one member of the Senior Commission, the Library Board, and the Parks & Recreation Commission.
- f. The review panel will consider the provision of matching funds from other sources in evaluation of the applications.

5. Special Event Grants - Criteria and Process

- a. Such grants provide city funding for start up costs related to Special Events held within the City that have a citywide interest; and shall be available to a recognized 501(c)(3) non-profit organizations, or to an organized all-volunteer group on a reimbursement basis only.
- b. For the purposes of this grant, a "special event" shall be defined as set forth in Chapter 8.17 of the Carlsbad Municipal Code (Special Event Ordinance), with the exception that the following "special events" shall not be eligible for this grant:
 - i. Events hosted by a commercial enterprise for profit and/or fundraiser purposes.
 - ii. Regularly offered programs, activities or events.
 - iii. Any event held for primarily a political or religious benefit or other similar purpose, which in the opinion of the City Attorney constitutes an unlawful use of public funds.
- c. Special fundraising events shall be eligible for funding provided the organization is all-volunteer, based in Carlsbad and provided further that funds are used only for direct costs of the event and no staff of the organization is paid for working the event, other than short-term consultants or contractors that are directly necessary for holding the event.
- d. Such grants can be requested any time of the year, and may not exceed \$10,000 for a single grant.
- f. Such grants shall not provide for 100% of the total event funding; there must be funding from other non-city sources to finance the expenses of the event to be eligible for such grants.
- g. All approved grants will be funded from the City Council's contingency account. An annual appropriation maximum shall be set by the City Council at its discretion.

- h. The City Manager, or designee, is authorized to approve grants up to \$5,000 following consultation with the Special Events Committee, and shall be authorized to appropriate said funds from the City Council's general fund contingency account. The City Council shall approve grants over \$5,000.
- i. The application process will consist of the following:
 - i. Completion of a permit application for the special event (if applicable).
 - ii. Completion of a Special Event Grant supplemental application.
 - iii. Administrative review and tentative approval of special event by special events committee (if applicable).
 - iv. Allocation of funding by the City Council for said grants.
 - v. Approval of grant by City Manager, or designee, if the grant is less than \$5,000.
 - vi. Approval of grant by City Council, if it exceeds \$5,000.

6. Winning Teams Grants

- a. Such grants provide funding to youth teams to offset the cost of travel expenses to national championship competitions. To be eligible for these grants, the team(s) must advance through a series of competitive levels, earning the right to compete at a national or international level. Additional eligibility requirements are provided below.
- b. Such grants can be requested any time of the year.
- c. These requests will be funded from City Council's contingency account.
- d. Eligibility requirements are:
 - i. The participants are all 18 years of age or under.
 - ii. The group or team is an organized non-profit corporation or unincorporated association.
 - iii. The request for funding must be made prior to the date of the national or international event.
 - iv. At least 90% of the participants in the team or group are residents of Carlsbad.
- e. The application process will consist of the following:
 - i. Written request to the Housing and Neighborhood Services Director.
 - ii. Administrative review by the Housing and Neighborhood Services Director, or designee.
 - iii. Consideration of the funding by the City Council.

7. This policy may be amended as necessary and appropriate by the City Council.